



# Securities Litigation Service Provider Checklist

We have developed this checklist to be used as a reference prior to sending procurement packets to this Agency. Please use them as a guide to assist you with the documents required for securities litigation service providers. This checklist can be used for new hires as well as rehires.

**1**

## General Information:

Board -

Date Received -

Service Provider -

**2**

## ✓ Checklist:

Please ensure you have all required documentation listed to the right prior to submitting your procurement package to PERAC.

☐  
☐  
☐  
☐  
☐  
☐

1. Vendor Contact Information Form
2. Retirement Board Procurement Compliance Certification
3. Vendor Certification
4. Vendor Disclosures Form
5. Retirement Board Evaluation Materials
6. Retirement Board Member Certification Form  
(One form for each board member)

**3**

**This procurement package is for a (check one)**

☐ New Hire

☐ Rehire